ABSTRACT CHECKLIST

YOU MUST INSTALL THE FTP PACKAGE "2007_ABSTRACT PROGRAMS" FROM OUR WEBSITE BEFORE STARTING THIS CHECKLIST.
(http://tax.idaho.gov/propertytax/pt_techcenter.htm)

If updates have been necessary since assessment time, those changes should have been made in Parcel Master. The abstract is due to the State Tax Commission by the FOURTH MONDAY OF JULY.

1. **TXB002 - Edit Code File and Parcel Master**
   Make any changes necessary before proceeding with this checklist.

2. **PMQ006 - List all active parcels with an expiration date during the current year**
   If any parcels appear on this report, check the list carefully to be sure you want these active parcels to expire at this time. Any with a date LESS than the run date you would use for the PMB081 (like today's date), are the ones you need to take care off. Any expiring in 2008, you will want to leave and expire next year.

   If parcels appear on PMQ006 that you want to expire now, you will need to complete steps 3 through 8. If you do not need to expire any parcels at this time, SKIP to step 9.

3. **PMB181 - Compare Effective and Expiration Dates**
   This program compares "I" status effective dates with corresponding "A" status expiration dates, and lists them if they are different.

   THESE PARCELS NEED TO BE INVESTIGATED AND FIXED BEFORE CONTINUING.

4. **REFER TO THE DOCUMENTATION FOR PMB081 FOR PROGRAMS THAT NEED TO BE RUN AT THIS TIME (Prior to running PMB081) AND USED TO BALANCE PARCEL MASTER LATER IN THIS CHECKLIST (Step 8).**
   Be sure to run reports on **ALL property types. (_ _ to 3O 999999)** ("O" as in orange.)

   DO NOT make any changes in Parcel Master after the reports have been run until after PMB081 has been run in update and **balanced.**

5. **PMB081 – Inactive Roll (NON-UPDATE)**
   REQUIRES DEDICATED UAD FILES
   It is very important to investigate the parcels that appear on this report. 'I' records with an effective date prior to the run date keyed in will become an 'A'. 'A' records with an expiration date prior to the run date will go to a 'T'.

   If you are unsure about a particular parcel, use Parcel Master Inquiry to examine the parcel carefully.

'I' records that have an effective date greater than the run date and 'A' records with an expiration date greater than the run date will not be affected.

6. **PMB011 – Audit Trail**
   REQUIRES DEDICATED UAD FILES
   It is necessary at this point to execute the audit trail. This will help ensure proper totals when balancing after PMB081 has been initiated.

7. Backup UADFILE - **REQUIRES DEDICATED UAD FILES**
   Use the BACK menu and select the option to initialize and backup UADFILE. **DO NOT REUSE THIS TAPE UNTIL A COUPLE OF WEEKS AFTER YOU HAVE COMPLETED THIS CHECKLIST.**

8. **PMB081 - Inactive Roll (UPDATE FILES)**
   REQUIRES DEDICATED UAD FILES
   Balance Parcel Master. (Refer to documentation on PMB081 for balancing procedures.)

   > If your specials do not balance, key in:
   >   RUNQRY SPQ081

   > This report will go to the system printer on hold. The amounts should be the specials difference.

9. **PMB025 – Exemptions Edit**
   Edit Hardship, Homeowner, Casualty Loss, Remediated Land, and Circuit Breaker data on the same limits you used during Assessment Drive. (eg , LP, LR, MH, PP, RP, SC.) Clean up any problems before continuing with this checklist.

10. **PMQ025 – Edit CB Land Values in Parcel Master**
    If you receive the edit "CB Land Quantity less than 1 acre and CB Land Value is less than PM Land Value", research and correct if necessary.

11. **PMB030 - Edit Urban Renewal**
    Run this on all ALL property types (including occupancies). Clean up any parcels that appear on this edit before continuing with the checklist.

12. **PREPARATION FOR ABSTRACT BALANCING**

    A. The following reports should be run and used to balance to the PMB005-Abstract (Step 12-C). (Run on the same limits used for the Assessment Drive.) **Keep these reports to balance back to until after the A2B. Give a copy of both reports to the Treasurer, as they are used for balancing during Tax Drive. They will also be needed for the Utility Checklist in September.**

       > **PMB002** - Category recap
       >   Check to make sure there is no value on category 81.

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PMB012 - Hardship/CB/HO/Specials List
Select "Summary of all".

B. Additional reports for balancing:
(Should balance to the above PMB002 and/or PMB012)
PMB003 - Quantity and value recap by code area
PMB023 - Category recap by code/category
PMB024 - Abstract - Office copy
(Your PMB006 – step 14D, should also balance to these reports.)

C. **PMB005 – Abstract**
Refer to the documentation before running this program. You will need to print several copies of this report. (At least 1 copy for the Assessor's Office, 1 for the Treasurer, 1 for the Clerk, and a copy for the Tax Commission.)

OPTIONAL: If you have any occupancies, you might want to run a separate PMB005 on your occupancy property types. You do NOT need to send this to the STC; this would be for county use only.

D. **Balancing Formula for Abstract**

PMB005 (Full Market Value)
- Pollution Value   (T)
- Speculative Value (R)
- Recycling Equip Value (RC)
- QIE Exemption

= PMB002   Total Market Value

This value can be checked in total or by category.

PMB005 Homeowner (H) = PMB012 Homeowner Exemption Amount

PMB005 exemption amounts = PMB012 exemption amounts
(eg PMB005 Hardship, Cas Loss, etc = PMB012 Hardship, Cas Loss, etc)

E. Check to make sure there is **NO** value on category 81.

F. A report per school district will also print, listing market value and urban renewal increment per category for parcels within that district. (**You need to send a copy of this report to Gary Houde, STC**.)

13. Bunderson Reports (PMB032) **– **HOLD until new program is sent****
Please run PMB032 to create the Bunderson Reports needed by Alan Dornfest. Alan uses this information to respond to legislative requests. You will need to download and e-mail the resulting data. Use the "Property Identification Report (PMB032)" instructions on our website under Technical Tips/Downloads.
(http://tax.idaho.gov/propertytax/pt_techservices_techtips.htm)

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14. **VALUES FOR ASSESSMENT CYCLE AND BEGINNING VALUES FOR TAX DRIVE**
    (You can also run these reports separately on occupancy property types - optional.)

    A. **PMB003 – Code Area Quantity and Value Recap**
       Run 3 copies of this report using your Assessment Drive limits. (Also include any "prepaid" property types that you may use.) **Give a copy to the Treasurer and the Clerk. You will need this report to balance the Utility and Tax Drive Checklists.**

    B. **TXQ612 – List Taxing Districts**
       Use this list when completing the PMB006.

    C. **PMQ106 – List Urban Renewal Districts**
       For Urban Renewal Counties. Use this list to help complete the "Urban Renewal Districts" section on the PMB006 (A2). This section **wants the UR District**, not the taxing district.

    D. **PMB006 – Market Values by Taxing District (Generates the A2 Report)**
       Use the same limits used for Assessment Drive. You need to answer "Y" to print the form that can be submitted to the STC. This will generate the A2 form required by the STC. This report should balance to the reports run in step 12. **You will need to hand enter your values for all newly annexed property on the generated report unless you have entered them in the new Annexation Subsystem. If you have, they will automatically print on the report.**

       Save a copy of this report for future balancing. Also give a copy to the Treasurer so it can be used for balancing during the Tax Drive Checklist.

15. **PERSONAL PROPERTY CATEGORY SUB-CLASSIFICATION**

    A. **PMB027 – EDIT PP SUB-CLASSIFICATIONS AGAINST CATEGORIES**
       This program verifies that the records in the category PP sub-classification file have a matching category in the parcel master category file. The user has the option to have the program automatically delete any records without a matching category. An edit report lists all unmatched records. These records are used for personal property.

    B. **PMB029 – EDIT PP CATEGORIES FOR SUB-CLASSIFICATION RECORDS**
       This program verifies that the Personal Property categories have a valid sub-classification record. All unmatched records are printed on the report.

    C. **PMB198 - PERSONAL PROPERTY SUB-CLASSIFICATION ABSTRACT**
       This program prints the abstract for the personal property sub classifications, which will be used by STC to provide financial impact information for proposed legislation.

    Please mail the PMB198 abstract along with your regular Abstract. It does not need to be signed by the Clerk.

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16. BY THE **4TH MONDAY IN JULY**, SEND THE **SIGNED:**
    1) ABSTRACT REPORT (12C)
    2) The SCHOOL DISTRICT REPORT (12D)
    3) CITY ABSTRACT Report
    4) The A2 (14D)
    5) PMB198 SUBCLASS ABSTRACT (15C)

        TO: Gary Houde
               Research & Local Assessment
               State Tax Commission
               P.O. Box 36
               Boise, ID 83722-0320

17. **Abstract Download Files**: Gary Houde has requested that you send the 6 files generated by PMB005, PMB006, and PMB198 to him. This will assist him in the verification process of the levies and eliminate the hand entry of all of the data. Please refer to the **"Abstract Download Instructions"** to complete this task. http://tax.idaho.gov/propertytax/pt_techservices_techtips.htm

18. **PMB080 - PURGE LOG FILE**
    REQUIRES DEDICATED FILES
    This program will purge all of the entries in the log file within the dates keyed. The log file contains changes made to your files. ****NOTE:** It is highly recommended that you retain the previous years log records so that you have a record of the changes made Abstract to Abstract. Example: What dates do you want to purge? **From**: blanks **To**: 06 30 2006 . This purges everything older than 06/30/2006 from your log file.

19. **MSB015 – Clear Report File Records by Date**
    This program clears deed change records out of the report code file by date. We suggest you only keep records from Abstract to Abstract and clear those older than that. (eg. Delete up until the prior year's abstract. Entering 6/30/200<u>6</u> will clear all report file records older than and equal to 6/30/2006.)

20. Backup UADFILE. **REQUIRES DEDICATED UAD FILES.** Label a tape (eg. 2007 Abstract) and retain it so that you will have a copy of your abstracted values. This tape can be used as your "permanent record". We recommend that you retain this permanent record for seven years or follow the recommendation of your county prosecutor.

21. **PMB092 – List Category 5 for the Rangeland Commission**
    (You only need to do this if you have not recently completed this task.) This program provides a report (and tape if requested) listing all parcels with category 5 in Parcel Master. The report and tape should be sent to:
            Gretchen Hyde
            Idaho Rangeland Resources Commission
            PO Box 126
            Emmett ID 83617

Or, you can run PMB092 and e-mail the UAIRRC00 file to Gretchen at: (irrc@bigskytel.com). Instructions on how to create this e-mail file are out on our web site. Gretchen would still like you to send a copy of the report to her so she can verify her spreadsheet.

22. **NEW CONSTRUCTION ROLL BY TAXING DISTRICT (PMB250)**
The information contained on the A2 generated by the PMB006 (step 14D) fulfills the STC requirement for New Construction – you **do not** need to send a separate report to the Tax Commission, but can run one for your own records.